

2 March 2005

Dear Member of Senate:

I advise you that a meeting of the Senate of Acadia University will occur at **4:00 p.m.** on **Monday, 14 March 2005** in **BAC 132**. The AGENDA follows:

- 1) Minutes of the Meeting of 14 February 2005
- 2) Announcements and Communications
- 3) Business Arising from the Minutes
 - a) Registrar - Course Requirements for Various Programs as attached to minutes of 14 Feb 05 meeting (**045-32-REG**)
 - b) By-Laws Committee - Amendment to Article VII and VIII (**045-33-LAW**)
- 4) New Business
 - a) By-Laws Committee - Notice of Motion re Senator Orientation (**045-35-LAW**) *
 - b) Honorary Degrees Committee - Criteria & Procedures for Appointment of Professor Emeritus (**045-36-HOD**) *
- 5) Other Business

Yours sincerely,

Rosemary Jotcham
Registrar and Secretary of Senate

* Material Attached

Items Carried Over

- Registrar - Inactive Courses in last three years (Feb 05)
- Senate Chair/VP(A)-Defining 'Liberal Education' (Jan 05)
- Timetable, Instruction Hours, and Examination Committee-Teaching hours guideline report (Dec 04)
- Ad hoc Committee On Graduation Ceremonies - Report due March 2005 (Jan 05)

By-laws Committee
March 14, 2005

Notice of Motion

The Committee recommends that The Constitution and By-laws of the Senate of Acadia University be amended to insert the following:

Article III. TERMS AND DUTIES OF MEMBERSHIP

6. (c) It shall be the responsibility of the Chairperson to implement an annual orientation meeting for incoming Senators so as to familiarize them with the activities of Senate and the duties and responsibilities of Senators. This meeting should occur prior to the first Fall meeting of Senate.

Respectfully submitted:

Patricia Corkum, Chair
Andrew Mitchell
Anne Quéma

Report of the Honorary Degrees Committee on Professor Emeritus: Procedures and Criteria.

Proposed changes to the Criteria and Procedures for Professor Emeritus:

The committee proposes the following Procedures and Criteria for the appointment of Professor Emeritus. If approved by Senate, the following text shall replace Senate's current policy and related brochure.

Procedure:

"Professor Emeritus" is an honour to be conferred upon a retiring or recently retired faculty member by majority (secret) vote of Senators upon the recommendation of the Senate Honorary Degree Committee.

The committee is to consider nominations from either a Department or a Dean.

Nominations will be received by the Committee during the final year of the faculty member's appointment to the university, or for two years after the date of their retirement.

Where a Department/School decides that they wish to nominate a retiring or recently retired member of Faculty, the Head/Director is to inquire of the member whether s/he wishes so to be considered.

Where a Dean believes that there is compelling reason for submitting a nomination from his or her Office, the Dean is to inquire of the faculty member whether s/he wishes to be so considered, and the procedures for submitting the dossier and the nomination are the same as those indicated below.

Where a faculty member agrees to let her or his name stand, s/he is to provide a dossier, including a C.V. and other supporting documentation, for consideration by the committee. Said dossier is to be forwarded to the recording secretary of the committee, with the nomination of the Department (or Dean), no later than November 15th. It is the candidate's responsibility to insure that the dossier is complete and submitted in advance of that date.

Faculty members upon whom Senate confers such honour are to have their names listed as recipients in the record of the convocation subsequent to Senate's decision.

Criteria:

The criteria to be employed by the committee and Senate, in considering nominations to confer the standing of Professor Emeritus are as follows:

The standing of Professor Emeritus is to be conferred to those retiring/retired faculty members who, in the judgment of Senate, have displayed continuing excellence in teaching, research, and service, beyond that associated with promotion to full professor, and including national and/or international recognition